

# Executive Office and Foreign Engineer Mobilization Checklist

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# Why plan the office before mobilizing engineers?

The executive office is the contractor's local working base in Vietnam - address, representative, seal, bank account, and tax code. Its formal setup is linked to the construction operation license, but most preparation can and should start earlier.

## The risk

A contractor can hold the license but still be unable to mobilize, because the local setup and engineer documents are not ready.

## The cause

Work permits, visas, authorization, and registrations take time and depend on documents from head office and the local office.

## The fix

Treat the office as a parallel workstream. Prepare the representative, address, and documents while the license is handled.



*Official license review is short (around 20 working days). The preparation around it is the long part.*

# 7 issues to plan

1 - 4



1

## Local representative

Someone must act locally for the contractor.

### Prepare early:

Power of attorney and clear scope of authority.



2

## Office address

Needed for registration, tax, and contact.

### Prepare early:

A usable Vietnam address, confirmed before setup.



3

## Seal, bank, tax code

Basic tools to sign, pay, and meet obligations.

### Prepare early:

Map the registration sequence; align with tax.



4

## Work permits

Company license does not cover individuals.

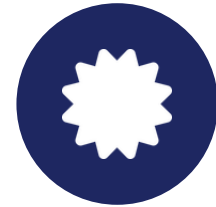
### Prepare early:

Engineer list: names, roles, passports, sponsor. Start early.

*The office does not, by itself, let foreign engineers work - work permits are separate.*

# 7 issues to plan

5 - 7



5

## Professional certificates

Some technical roles are regulated in Vietnam.

### Prepare early:

Check each key engineer's role; plan recognition early.



6

## Local admin support

The office must run day to day from the start.

### Prepare early:

Local staff or external support before mobilization.



7

## Office closure

Avoid leaving open tax and admin obligations.

### Prepare early:

Plan closure as a final step when the project settles.



## Start early

Contractors who plan the office with the license and the engineer plan are the ones who avoid delay.

*Some technical roles may need a construction practicing certificate; the local requirement should still be checked.*

# Planning sequence (the steps)

- 1 Confirm the construction operation license application timeline.
- 2 Identify and confirm the executive office location.
- 3 Appoint the local representative.
- 4 Prepare and legalize head office authorization documents.
- 5 Plan the seal, bank account, and tax code registration.
- 6 List the foreign engineers to mobilize (roles, arrival dates).
- 7 Start work permit, visa, and certificate steps for each engineer.
- 8 Arrange local administrative support.
- 9 Plan office closure for when the project is completed.

# Plan the office and the engineers before mobilization

The executive office is not just an address. It is part of local readiness - connected to the construction operation license, work permits, tax coordination, and local admin support.

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## Talk to us before mobilization

ANT Lawyers assists foreign contractors and EPC teams with executive office setup, construction operation licensing and work permits in Vietnam